

NAVSTABREMINST 1620.1A  
BOOJ  
20 Oct 00

NAVAL STATION BREMERTON INSTRUCTION 1620.1A

From: Commanding Officer, Naval Station Bremerton

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) Manual for Court Martial (MCM) 1995, Rules For Court  
Martial (R.C.M) 306(c)  
(b) Judge Advocate General Manual Article 0103  
(c) OPNAVINST 3120.32C, para. 142.2(a)

Encl: (1) [Extra Military Instruction Assignment, NAVSTABREM  
1620/1 \(5-99\)](#)

1. Purpose. To set forth authority and procedures for assigning Extra Military Instruction.

2. Cancellation. NAVSTABREMINST 1620.1.

3. Background. Extra Military Instruction (EMI) is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. EMI is a nonpunitive measure sanctioned by reference (a) as a bonafide training device intended to improve the efficiency of a command and must be genuinely intended as such. EMI must be logically related to the deficiency to be corrected.

4. Action

a. Authorization. The authority to assign EMI to be performed after working hours rests with the Commanding Officer, Naval Station Bremerton, but may be delegated to officers and chief petty officers in connection with duties and responsibilities assigned to them. Therefore, per references (b) and (c), the authority to assign EMI outside of normal working hours is delegated to Officers and Chief Petty Officers.

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b. Implementation. Reference (b) will be used as guidance for EMI. Accordingly, EMI within the Navy will be implemented, when required, within the following limitations:

(1) EMI will not be assigned for more than two hours per day.

- R) (2) Officers, other than listed in (3) below, and Chief Petty Officers may not assign more than 10 hours of EMI.
- A) (3) The Commanding Officer, Executive Officer, Staff Judge Advocate, and Command Master Chief may assign EMI as much time as is necessary to correct the deficiency.
- (4) EMI should not be assigned on the member's Sabbath.
- (5) EMI will not be used as a method of depriving normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.
- (6) EMI may be assigned at reasonable times outside of normal working hours.
- (7) All EMI will be assigned utilizing enclosure (1).
- (8) Civilian Supervisors will not assign EMI.

c. Responsibility. EMI will be monitored by supervisors in the chain of command as a part of their normal supervisory duties. Authority to assign EMI after working hours may be withdrawn as provided in the delegation of authority by the Commanding Officer, Naval Station Bremerton.

5. Forms. Extra Military Instruction Assignment, NAVSTABREM 1620/1 (5-99) is available from the Administration Department.

6. Guidance. Appropriate forms of EMI is available from the Legal department (Code B00J).

/S/

J. A. HOLDEN

DISTRIBUTION:  
NAVSTABREMINST 5216.1  
Lists I and II

**EXTRA MILITARY INSTRUCTION ASSIGNMENT Ref: NAVSTABREMINST 1620.1A**

From: \_\_\_\_\_  
(Rank/Name of Division Officer/Code)

To: \_\_\_\_\_  
(Rank/Name of Member/Code)

Via: (1) Discipline Officer  
(2) Commanding Officer, Naval Station Bremerton

Subj: EXTRA MILITARY INSTRUCTION (EMI) ICO  
\_\_\_\_\_  
(Rank/Name, SSN)

Ref: (a) R.C.M. 306(c)(2), MCM, 1995  
(b) JAGMAN 0103

1. References (a) and (b), you are advised that EMI is instruction in a phase of military duty in which an individual is deficient and is intended and directed towards correction of that deficiency. EMI is a nonpunitive measure sanctioned by reference (a), as a legitimate training device intended to improve the efficiency within the command. EMI must be assigned logically and be related to the deficiency to be corrected. The following limitations apply to the assignment of EMI:

- a. EMI will not be assigned for more than two hours per day.
- b. The duration of EMI will be no longer than that what is necessary to correct the training deficiency.
- c. EMI will not be assigned on the member's Sabbath.
- d. EMI may be assigned at a reasonable time outside of normal working hours; however, EMI will not be used as method of depriving normal liberty.

NAVSTABREM 1620/1 (5-99) (Front)

**EXTRA MILITARY INSTRUCTION ASSIGNMENT (CONT.)**

Subj: EXTRA MILITARY INSTRUCTION (EMI) ICO

\_\_\_\_\_  
(Rank/Name, SSN)

2. Fully understanding the contents of paragraph 1, I have assigned you the following EMI to commence on \_\_\_\_\_ and end on \_\_\_\_\_. You are directed to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. This EMI is being assigned to correct your deficiencies of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. You are warned that any violation of the provisions of this assignment will subject you to further administrative and/or disciplinary action.

\_\_\_\_\_  
Authorizing Authority

Copy to:  
Department Head

NAVSTABREM 1620/1 (5-99) (Back)